

~~SECRET~~

8 January 1953

MEMORANDUM FOR THE RECORD

SUBJECT: Administrative Support for Committee to be Headed by Mr. [ ]

25X1A5A1

25X1

1. Personnel - The personnel for this Committee will be composed as follows:

9 - Members of the Committee

6-7 - Staff

25X1A9A

25X1A5A1

25X1A5A1

Two or three will be from the CIA and this number will include [ ], two will be from the Department of State, and two or three from the Department of Defense. [ ] went over with General Smith and Mr. Dulles State, Defense, and CIA candidates for this staff. Mr. [ ] who, with Governor Adams and President-elect Eisenhower, will make a final selection.

5 - Secretaries

25X1A5A1

25X1A5A1

This group will include one top administrative assistant who is knowledgeable on handling Top Secret papers. Miss [ ] whose names have been given to Inspection and Security for clearance and who are now working for [ ] will be among this group. We are to provide the other three.

3 - Secretaries

These are to be provided on a "loan" basis in the last week of each month when the Committee, itself, works.

1 - Guard

He will be provided through Inspection and Security.

24-25 TOTAL PERSONNEL

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25X1A5A1

[ ] is still to inform me of the following:

- a. Salaries for those employees we provide,
- b. Living arrangements for those who will come to Washington.

25X1A5A1

2. Funds [ ] is going to inform me:

25X1A

- a. Where the funds will come from,
- b. Whether they will need a working fund, the amount of such a fund, and where they will obtain it.

25X1A5A1

3. Office Space - [ ] will phone me tomorrow and let me know if they decide on the building [ ] I have given him the plans. Briefly, the office space in this building is as follows:

~~3~~ rooms - basement

302  
274  
248

5 rooms - first floor

244 rooms

5 rooms - second floor, which includes one large conference room

821  
245  
242  
234

7 rooms - third floor, which includes 3 small, 3 medium, and 1 large room.

313

301  
266  
271  
280  
182

91  
70

864

1461

1276

1291

4892

[ ] is managing the building for the present occupants, the President's Commission on the Health Needs of the Nation. The rent for this building is \$1,001 a month plus approximately \$750 which must be paid to Public Buildings Service for maintenance.

With respect to office space, I will accomplish the following:

- a. Commit Mr. [ ] to giving this group the building.
- b. Look into and determine if there are any repairs that have to be made and getting this accomplished.
- c. Check on telephone service
- d. Check on the maintenance, cleaning, other utilities, etc.
- e. See that proper equipment is in the building. This is to include desks, chairs, conference tables, rugs, safes, typewriters, office supplies, and necessary emoluments.

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25X1A5A1

4. Parking - I will look into what parking facilities are available and speak with [ ] about this.

25X1A9A

5. Security - [ ] will work with me to accomplish:

- a. Clearance of personnel,
- b. A check of the building,
- c. Provision of a guard.

6. Transportation - I will speak with [ ] as to the cars and chauffeurs that will be needed. This is to include clearance of the chauffeurs. 25X1A5A1

25X1

7. [ ] - I will speak with [ ] about how he expects to use the [ ] and about the above factors that would apply to it. 25X1A5A1

25X1

25X1A

8. Miscellaneous Notes -

a. Mr. Sanderson in the White House is the person who can arrange for the Committee to take over the furniture presently located at [ ]

b. Colonel White asked me to arrange for somebody to take this over when I am away.

25X1A5A1

c. [ ] estimates that the Committee will accomplish its mission in approximately four months. The staff will work continuously and the Committee, itself, in the last week of each month.

25X1A5A1

d. [ ] is to head the Committee. Messrs. [ ] and others are to serve on it.

25X1A5A1

25X1A5A1

e. [ ] gave me the name, Ralph Stephan, who will work for Governor Adams in the capacity of administrative officer. As such, he will be responsible for the allocation of space, funds, etc.

25X1A5A1

f. [ ] said that the Committee would occupy the building on 21 January 1953, but that day would be used just to get settled. [ ] will be down for that week and possibly into the week beginning 26 January. However, additional secretarial help will not be needed at that time.

25X1A5A1

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Special Assistant to  
Deputy Director  
(Administration)

25X1A9A